

<b>PLANNING</b>
RECOMMENDATION
SIGNATURE AND DATE

# CITY OF RENO SUPPLEMENTAL APPLICATION

1 East First Street • 2<sup>nd</sup> Floor • Reno • Nevada • 89501  
P.O. BOX 1900 • RENO • NEVADA • 89505  
775.334.2090 ph 775 334 6336 fx  
PLEASE PRINT WITH BLACK/BLUE INK ONLY

For internal use only	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Home Based
<input type="checkbox"/> Not in city(NIC)	<input type="checkbox"/> Admin Office
<input type="checkbox"/> Dancer	<input type="checkbox"/> Special Event
<input type="checkbox"/> Contractor	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Shared Space/ Booth Rental	<input type="checkbox"/> TSFR _____
<input type="checkbox"/> Privilege License	<input type="checkbox"/> Other _____

1. TODAY'S DATE: \_\_\_\_\_ 20\_\_\_\_ 2. DATE OF CHANGE: \_\_\_\_\_ 20\_\_\_\_

3. BUSINESS NAME: \_\_\_\_\_

4. CORPORATE NAME (if applicable): \_\_\_\_\_

5. LICENSEE'S FULL NAME: \_\_\_\_\_ 6. DATE OF BIRTH: \_\_\_\_\_  
(MUST BE AN INDIVIDUAL'S NAME)

7. FEDERAL TAX ID# (EIN): \_\_\_\_\_ (Required if Corporation) 8. BUSINESS PHONE: \_\_\_\_\_

9. BUSINESS PHYSICAL ADDRESS: \_\_\_\_\_ 10. ALTERNATE PHONE: \_\_\_\_\_

SUITE: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

11. BUSINESS MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

12. ☐ SOLE PROPRIETORSHIP ☐ PARTNER ☐ CORPORATION ☐ LLC ☐ ASSOCIATION/ EMAIL ADDRESS \_\_\_\_\_

13.

<b>DESCRIBE NATURE OF BUSINESS, PRODUCTS TO BE SOLD, SERVICES TO BE RENDERED, ETC. BE SPECIFIC AND COMPLETE.</b>

14. List individuals with interest or ownership in the business

FULL NAME	TITLE	ADDRESS	DOB
1.			
2.			
3.			
4.			

15.

<input type="checkbox"/> CHANGE OF PHYSICAL ADDRESS <input type="checkbox"/> CHANGE OF BUSINESS NAME <input type="checkbox"/> CHANGE OF LICENSEE <input type="checkbox"/> OTHER	DATE OF CHANGE:	# OF RENTAL UNITS:
	PREVIOUS PHYSICAL ADDRESS:	
	PREVIOUS BUSINESS NAME:	
	NAME OF PREVIOUS OWNER/LICENSEE:	

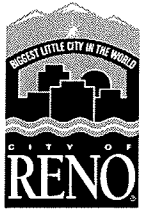
16. If this applying individual or any member of this applying firm has been convicted in this state or elsewhere within the past ten years of any offense, not including minor traffic offenses, please state the offense or offenses and the punishments assessed therefore.

I CERTIFY UNDER PENALTY FOR PERJURY THAT THE INFORMATION SUBMITTED ON AND WITH THIS APPLIATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

17. SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Business License :	Fee \$	Receipt #	Effective Date:
Penalty Fee:	Fee \$	Receipt #	Expiration Date:
Zoning Inspection :	Fee \$ 100.00	Receipt #	Sewer Account:
Administrative Fee:	Fee \$ 23.00	Receipt #	Parcel #:
Other Fee:	Fee \$	Receipt #	

HEALTH	POLICE	FIRE	OTHER	ACCOUNT NUMBER
RECOMMENDATION	RECOMMENDATION	RECOMMENDATION	RECOMMENDATION	



## **HOME-BASED BUSINESS CRITERIA FOR APPROVAL:**

### **CITY OF RENO**

#### **REVENUE DEPARTMENT**

PO Box 1900 • Reno • Nevada • 89505  
1 East 1<sup>st</sup> Street • Reno • Nevada • 89501  
Phone: 775.334.2090 Fax: 775.334.6336

***BUSINESS ACTIVITY  
MAY NOT START  
PRIOR TO  
APPROVALS***

The following information will be used to review your application. Incomplete applications cannot be accepted. Applications cannot be approved if there are current violations at the site proposed. Business Activity may not start prior to approvals.

Please read the following list of regulation/restrictions and sign/date at the bottom.

**SITE PLAN:** Aerial view or footprint of the dwelling showing sufficient parking for the residence, based on one parking space for each bedroom in the house plus one for an employee (if there is an employee) must be attached to the business license application. Please also indicate on this site plan the rooms and storage areas that will be used for your home occupation, for a maximum of 500 square feet or 25% of the area. For a home occupation to be approved, an individual or firm operating from a residence must agree to comply with all of the following:

1. All business must be conducted within the home by the home's occupants (examples would be a small office or day care provider). No more than one employee who does not reside in the home is allowed, as long as off-street parking is provided.
2. Parking on the premises must be provided based on #1 above (street parking does not count, except in certain instances: refer to 18.06.601 D).
3. No auto repair, no equipment painting, no heavy equipment repair and no heavy industrial activities are allowed.
4. Appearance. The appearance of the structure shall not be altered, nor shall the occupation within the dwellings be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, or by signs, or the emission of sounds, noises, dust, odors, fumes, smoke, or vibrations.
5. Dwelling Unit. The property proposed to support the home occupation shall contain a minimum of one dwelling unit.
6. Sale of Merchandise. There shall be no sale of merchandise which requires customers to go to the property.
7. Traffic. Pedestrian and vehicular traffic will be limited to that normally associated with residential districts. No more than one client's car may be on site at any one time.
8. Commercial Vehicle. The home occupation may involve the use of a commercial vehicle, not to exceed 8000 pounds gross unloaded weight or a single vehicle limousine service.
9. Size Limits. Up to 25 percent (25%) of the living space or 500 square feet, whichever is less, of the dwelling may be used for the home occupation and any related storage of materials and supplies.
10. Storage. There shall be no outdoor storage of materials or equipment; no storage of toxic or hazardous materials, including ammunition and gunpowder, nor shall merchandise be visible from outside the dwelling.
11. Location. The home occupations shall be confined within the main building as a clearly secondary use of the dwelling. When conducted in an attached garage, the home occupation shall not permanently eliminate the use of the garage as a parking space for a car.
12. Use of Facilities and Utilities. The use of utilities and community facilities shall be limited to that normally associated with the use of the property for residential purposes.
13. Advertising. There shall be no public advertising which calls attention to the fact that the dwelling is being used for business purposes, except when required by Nevada Revised Statutes. Telephone listings, or any other advertising of the business, shall not include the dwelling address. The name, telephone, and purpose of the home occupation may be advertised on not more than one vehicle which is operated by the resident or residents of the dwelling in conjunction with the business. The home address may appear on business card, letterhead, and invoices when the home address is also the business address.
14. Electromagnetic Interference. Electrical or mechanical equipment which creates audible interference in radio receivers or visual or audible interference in televisions receivers or causes fluctuations in the line voltage outside the dwelling unit is prohibited.
15. Fire Safety. Activities conducted and equipment or material used or stored shall not adversely change the fire safety of the premises.
16. Equipment. There shall be no use or storage of mechanical equipment not recognized as being part of normal household or hobby use.
17. Clients. Businesses that serve young clients (e.g., music or swimming lessons) or those that do not drive may have up to six clients on site at any one time. Businesses that serve adults may serve up to two clients on site at any one time as limited by #7 above.

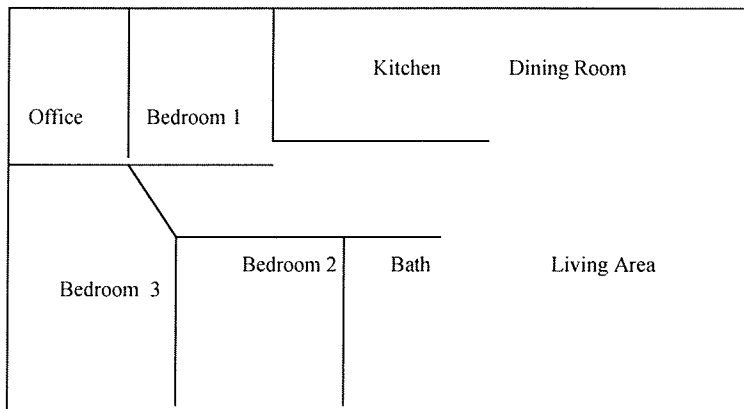
I have provided the required site plan, footprint and information and I have read and I agree to comply with the above requirements. I understand my Business License may be revoked and/or I may be cited for violations.

**Signature:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To prove compliance with RMC Title 18, please draw a diagram of an overview of your home indicating all areas used for business purposes including office area, phone area, and storage area, if applicable. Include parking area on perimeter of plan if you have clients come to your home. **Your license will be denied if diagram is missing from your business license packet.**

**DO NOT** USE THIS EXAMPLE AS YOUR OWN DRAWING:



Parcel #: \_\_\_\_\_ (NOTE: Your application will not be accepted without the parcel #). This information is available from the **Assessor's @328-2277**

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Account #: \_\_\_\_\_